

Secondary Road Patrol Program Report Requirements for Fiscal Year 2017

! IMPORTANT NOTICE !

QUARTERLY FINANCIAL REPORTS must be submitted via mail quarterly and received by the Office of Highway Safety Planning (OHSP) no later than 20 days following the end of each quarter. A copy of the county's general ledger must be included with the report. The QUARTERLY FINANCIAL REPORT is the basis for reimbursement of expenditures incurred by the county.

SEMI-ANNUAL PROGRAM REPORT is to be completed twice during the grant period. Each report will contain data for two quarterly periods. The mid year report will cover the period October 1 through March 31 (Quarter 1 and Quarter 2) and is due to OHSP by April 20. The year end report will cover the period April 1 through September 30 (Quarter 3 and Quarter 4) and is due to OHSP by October 20. A signed copy of the semi-annual program report is required.

ANNUAL PROGRAM REPORT covers the period October 1 through September 30, and is due to the Office of Highway Safety Planning on October 20 following the end of the grant year. A signed copy of the annual program report is required.

The quarterly financial report, semi-annual program report, annual program report, and contract adjustment request forms are available on the Secondary Road Patrol website at www.michigan.gov/ohsp-srp, click on SRP forms.

	ANNUAL	1 ST QUARTER	2 ND QUARTER	3 RD QUARTER	4 TH QUARTER
SRP GRANT APPLICATION	September 1, 2016				
QUARTERLY FINANCIAL REPORT		January 20, 2017	April 20, 2017	July 20, 2017	October 20, 2017
SEMI-ANNUAL PROGRAM REPORT			April 20, 2017		October 20, 2017
ANNUAL REPORT					October 20, 2017
LAW ENFORCEMENT AGREEMENT	<i>The Law Enforcement Agreement is a part of the annual report and must be updated at least every 4 years, following the sheriff election. A copy of the previous agreement can be sent in interim years.</i>				

OHSP Address:
7150 Harris Drive – PO Box 30634
Lansing, MI 48909

FAILURE TO SUBMIT THESE REPORTS MAY JEOPARDIZE FUNDING TO THE COUNTY